

16. MANAGING INVENTORY

Please follow the guidelines below in managing your vaccine inventory.

Organizing and Rotating Stock

- Physically separate VFC vaccine from private stock vaccine and label the boxes accordingly.
- **Develop a system so that short-dated vaccines (those that expire at the earliest date) are used first. (Record your inventory management process in Section 12).**
- Recently received vaccine may outdate sooner than vaccine already in your inventory. Check expiration dates carefully.
- Also see Section 13, Vaccine Placement (page 51) for additional guidance on organizing your vaccine inventory within your storage units.

Short-dated Vaccine

- **Providers must check vaccine expiration dates and segregate expired vaccine from viable vaccine weekly.**
- Vaccine that is soon to expire will be listed in imMTrax on the **Manage Inventory** screen. You can customize this screen by going to **Manage Inventory>>>Update Alert Prefs**.
- If vaccine is within 3 months of expiring and you will not use it in that timeframe, contact other VFC providers in your area to see if they can use it.
- If you cannot find a VFC provider in your area that can use the vaccine, contact the Immunization Program to have it placed on our Short-Dated Vaccine List. The Short-Dated Vaccine List can be found in the “Announcements” section on your imMTrax homepage (“Vaccine Available”). The Immunization Program also sends out an all-provider email of available short-dated vaccine.
- If another provider can use the vaccine, follow the guidelines below (Vaccine Transfers) when transferring the vaccine.
- Do not transfer short-dated vaccine to providers without first contacting them to see if they can use it before it expires.
- If vaccine on our Short-Dated Vaccine List is transferred to another provider, please notify the Montana Immunization Program (444-5580 hhsiz@mt.gov) so we can remove it from the list.

Vaccine Transfers

- Transfer VFC vaccine between currently enrolled VFC providers only.
- Follow the *Vaccine Management Plan* (Section 12, page 45) when packing vaccine for transfer.
- Limit transfers to those that can be personally carried and where the vaccine can reach an approved storage unit within 4 hours. Commercial carriers may be used in emergencies. Contact the Immunization Program if you have an emergency.
- Do not transfer opened multi-dose vials.
- VFC vaccine that has been physically transferred to another provider must also be virtually transferred in imMTrax. To transfer vaccine in imMTrax, go to **Manage Transfers**. Pick the receiving facility from the drop-down list and enter the doses of vaccine to be transferred. Click **Submit Transfer**. To receive a

transfer, go to **Manage Orders**, select the radio button next to the transfer and click **Receive/Modify**. This will transfer the vaccine into the inventory of the receiving facility. Modify the transfer amount if needed.

Expired, Spoiled, and Wasted Vaccine

Expired, spoiled, and wasted vaccine is nonviable and should never be administered to patients. **Immediately segregate expired, spoiled, and wasted vaccine from viable vaccine to avoid administration errors. Providers must check expiration dates weekly.**

All nonviable vaccine must be reported to the Immunization Program on a Wasted and Expired Vaccine Form. The reporting process differs depending on the type of nonviable vaccine:

Wasted Vaccine—Any nonviable vaccine that cannot be returned to McKesson, including broken vials/syringes, vaccine drawn but not administered, and nonviable opened multi-dose vials.

- Fill out a Wasted and Expired Vaccine Form. Enter “10” in the Reason Code column. NDC number is required and can be found on the vaccine package or packing slip.
- Return the form to the Immunization Program.
- Discard product per your facility guidelines.

Expired or Spoiled Vaccine—Any nonviable vaccine that can be returned to McKesson, including expired vaccine or vaccine spoiled due to cold chain failures or recalls. **DO NOT DISCARD EXPIRED/SPOILED VACCINE.** Do not return viable vaccine to McKesson.

- Fill out a Wasted and Expired Vaccine Form. Enter the most appropriate number in the Reason Code column. NDC number is required and can be found on the vaccine package or packing slip.
- Indicate the number of shipping labels needed. One label per shipping container.
- Return the form to the Immunization Program.
- Once the Immunization Program receives the form, McKesson will mail the requested number of UPS shipping labels within 7–10 business days and the Immunization Program will FAX or email a printout of the McKesson return information. Include this printout in the shipping container with your vaccine. PLEASE NOTE: The vaccine in the shipping container must match the information on the printout.
- Arrange a UPS pickup for your packaged vaccine.
- **Expired/spoiled vaccine must be returned to McKesson within six months of the spoilage or expiration.**
- Account for the wasted/expired vaccine in imMTrax during your monthly reconciliation (See Section 15, page 54).

Borrowing

Vaccine “borrowing” is the temporary transfer of vaccine between public and private stock at a VFC provider facility in order to avoid a missed opportunity to vaccinate. VFC providers are required to maintain adequate inventory of public and private vaccine to meet the needs of their patients. Borrowing should not be a routine vaccine management practice. Limited borrowing is allowed in the VFC Program in response to unexpected

circumstances such as delayed or spoiled vaccine shipments, order miscalculations, and billing corrections. Borrowing VFC vaccine must not prevent a VFC-eligible child from receiving a needed vaccination.

Borrowing influenza vaccine between seasons is not allowed.

Use the following procedures to track vaccine borrowing:

- Document borrowing and payback on the VFC Vaccine Borrowing Report, available on our website at www.immunization.mt.gov. The instructions are on the report.
- You must retain borrowing reports for three years and make them available for review during VFC site visits. Do not submit borrowing reports to the Immunization Program.

Managing Borrowing in imMTrax (also see Borrowing Cheat Sheets for integrated and aggregate users on our website):

- imMTrax does not allow the transfer of vaccine between public and private stock. If a vaccine is entered into your inventory as public vaccine, it must remain public vaccine. Private vaccine must remain private vaccine.
- ImMTrax will allow you to administer a public vaccine to a private-pay patient and vice versa, in order to “pay back” the vaccine.
- **Private vaccine used to “pay back” borrowed doses must be managed in imMTrax.**
- You must have paper borrowing reports to support these transactions.
- All borrowing should be paid back within three months of the initial transaction or at the first opportunity, whichever comes first.

Detailed imMTrax instructions can be found in the *imMTrax Provider Handbook*

(<https://immtrax.mt.gov/users.shtml>) or contact the imMTrax Training and Support at 444-4560 (hhsiz@mt.gov).